

END OF OPERATION REPORTS

9427

(February 2002)

Upon the completion of all approved Law Enforcement operations, the Incident Commander or his/her designee will complete and forward a package--including an Operation Report and a completed FC-40 with backup documentation--through channels to the Deputy Chief of Law Enforcement.

OPERATION REPORT

9427.1

(February 2002)

This report will consist of a summary of events, activities, problems encountered, suggestions for improvements, suspects identified, arrests made, number of fires ascribed to the suspect(s), personnel commitments for anticipated future activities (i.e. case preparation needs, preliminary hearing, trial, etc.), and any other extraordinary information.

FC-40 PACKAGE

9427.2

(February 2002)

An FC-40 Package will be completed. This will include copies of all documents and charges made to the operation. Copies of Pay Documents (SPO/DPV/Petty Cash Voucher/etc.), Travel Claims, Gas Charge Cards receipts, FC-42's, FC-33's, etc. will be submitted with the FC-40 as back up.

The FC-40 is required to accomplish the following:

1. To charge the suspect for full recovery of investigative costs
2. To track actual expenditures from 5922 - 91103
3. To track actual expenditures from (1001 or 4001) - 00900

Costs on the FC-40 will be broken down as to PCA charges. Activities, support, and overtime during the first 48-hour period charged to PCA 91103 will be shown separately from the charges made to PCA 00900.

NOTE: The requirement to report expenditures over \$50,000 only applies to costs allocated to the Emergency Fund, "00900". Although the entire operation may exceed \$50,000, the first 48 hour costs were allocated to 91103 and may reduce the cost figure that is allocated to '00900' below the \$50,000 benchmark for reporting.

For ease of compiling, this may require two separate FC-40's.

(see next section)

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(see [Forms](#) or [Forms Samples](#))